

2022-2023 BOARD ANNUAL WORK PLAN

The Importance of a Governance Framework

Effective Boards of Education have a governance structure that is designed to result in strong decisions that flow from a strategic direction supported by quality information and public transparency.

In a broad sense, the Board of Education, working hand in hand with the superintendent and District senior staff, accomplish their work in the following ways:

- Setting the strategic direction in the context of the District and province;
- Monitoring the performance of the system and adjust plans as necessary;
- Attending to both internal and external compliance and accountability;
- Engaging effectively with stakeholders and the public and operate on a basis of transparency; and
- Advocating for public education locally and provincially.

In the annual work plan, the activities of the Board, both annual and emergent, are identified for the coming year as a way to communicate the work of the Board and as a way to operate on the basis of transparency.

In each month, the work of the Board is aligned to the governance framework above. While many issues overlap, the broad categories operate as an efficient and effective organizer for the work of the Board. This framework does not reference routine communications as part of the regular Board meetings. Most specific are the Capital Project Updates and the Operations Report which are highlighted every month.

Board's Vision and Goals

The Board has established goals that support the overall District vision which states that:
“Each student within our world-class learning community has the opportunity to fulfill their potential and pursue their aspirations.”

We realize this vision through:

- Relationships with Rightsholders.
- Relationships with community partners to broaden opportunities for students.
- Supporting the culturally responsive and engaging learning environments for all students.
- Operational efficiencies that prioritize resources to directly support learning.
- Advocacy for necessary facilities and resources.
- Supporting schools and workplaces that are safe and caring for all.

From Governance and Goals to a Strategic Annual Work Plan

As part of effective governance, each year our Board of Education identifies a strategic working plan for the year ahead. This work plan is tailored to the specific events and issues that are on the Board's horizon in the coming school year while attending to the ongoing governance and compliance issues that are annual in nature.

Our District vision is realized by a focus on priority practices. These practices guide our support of schools and our pursuit of engaging learning environments.

The annual work plan is broken into the categories of governance as indicated above in the framework. In addition to the framework, and the annual work plan, each month or every second month, the Board engages in an in-service and professional development activities to both inform the Board in a deeper way about the monthly governance work, but also as a way to answer detailed operational questions that support individual trustees in their work.

These monthly or bi-monthly in-service opportunities are an important supporting structure for the Board's work. These sessions help deepen the Board's understanding of operational issues while allowing staff to address any questions or issues that the Board may have in the many areas that make up the Greater Victoria School District's educational and business operations. In each month of the year, there is generally a theme for the work and the in-service opportunities are intended to align with those themes.

Strategic Plan 2020-2025

Goal 1

Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

Strategy 1:

Develop and support high quality learning opportunities through the implementation of curriculum in order to improve student achievement.

Strategy 2:

Engage and collaborate with students, families and staff to provide an inclusive learning environment that will enhance and support student learning, identities and well-being.

Strategy 3:

Address the inequity of outcomes for diverse learners in literacy, numeracy, engagement and completion rates.

Goal 2

Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

Strategy 1:

Critically examine personal and systemic biases, attitudes, beliefs, values and practices to increase student and staff understanding and appreciation of Indigenous worldviews, histories and perspectives.

Strategy 2:

Engage and collaborate with local Nations, Indigenous educators, Indigenous community leaders, Elders and families to enhance Indigenous student learning and well-being and identity.

Strategy 3:

Address the inequity of outcomes for Indigenous learners in literacy, numeracy, attendance and graduation rates.

Goal 3

Create an inclusive and culturally responsive learning environment that will support all learners' physical and mental well-being.

Strategy 1:

Continue to provide professional learning opportunities to all staff in K-12 to further support implementation of social emotional learning, physical literacy and mental health literacy that improves outcomes for students and classrooms.

Strategy 2:

Work in collaboration with Ministry of Children & Family Development to provide joint educational planning and support for children and youth in care that helps develop the child's personality, talents and mental and physical abilities to the fullest for current and future success.

Strategy 3:

Engage and collaborate with families to encourage awareness of and engagement in physical literacy and mental health literacy that improves outcomes for students in classrooms and at home.

Strategy 4:

Address the inequity of opportunity for all learners to maximize physical health and mental well-being.

September 2022

September 6: Schools Open

September 23: Non-Instructional Day

September 30: National Day for Truth and Reconciliation

Strategic Direction and Context

- Receive Board Annual Work Plan
- FESL at Education Policy & Directions Committee
- Approve 2023-24 Budget Process
- Recognize Orange Shirt Day – September 30 (events take place during the week of September 26)

System Planning and Performance Monitoring

- Receive Preliminary Enrollment and Analysis Projections vs. Actual
- Capital Project Updates
- Operations Report
- 2022-2023 Monthly Financial Summary
- Anaphylactic Aggregate Report

External Compliance and Accountability

- Approve Executive Compensation Disclosure for October 7 Submission to Public Sector Employer's Council (PSEC)
- Review the Audit Findings Report and Management Letter
- Approve the Audit Financial Statements for the Previous School Year for September 30 Submission to the Ministry of Education and Child Care
- Approve the Statement of Financial Information (SOFI) Report for Submission the Ministry of Education and Child Care
- Surplus Appropriation Update
- Ombudsperson Quarterly Report

Engagement with Stakeholders and Public Recognition Events

- Welcome Letter to Employees, Parents and Community

October 2022

October 21: Non-Instructional Day

October 15: Municipal Elections - Trustees

Strategic Direction and Context

- FESL

System Planning and Performance Monitoring

- Capital Project Updates
- Operations Report
- 2022-2023 Monthly Financial Summary
- Local Bargaining (CUPE, ASA, GVTA) Update
- Human Resources Update: e.g. COR Audit, Hires, Staffing
- Occupational Health & Safety Annual Report
- Crossing Guard Implementation Update

External Compliance and Accountability

- Student Enrolment Update
- Implications for Capacity and Funding

Advocacy for Public Education and Provincial Liaison

- Attend BCSTA Provincial Council
- Partners-Liaison Meeting

November 2022

November 14: Non-Instructional Day

November 1: Inaugural Meeting of the Board of Education

November 7-8: BCPSEA Symposium

Strategic Direction and Context

- Elect Board Chair and Vice-Chair, BCPSEA Rep., BCSTA Rep. (Meeting Format Update Zoom/in-person)
- 2023-2024 Budget Update

System Planning and Performance Monitoring

- FESL
- Capital Projects Update
- Operations Report
- 2022-2023 Monthly Financial Summary
- IT4L Update

External Compliance and Accountability

- Approve September 2022 Quarterly Financial Report through Audit Committee

Engagement with Stakeholders and Public Recognition Events

- Board Members Attend Remembrance Day Ceremonies in the Community

Advocacy for Public Education and Provincial Liaison

- Attend BCPSEA Regional Meetings
- Attend BCPSEA Fall Symposium

December 2022

December 1-3, 2022: BCSTA New Trustee Orientation / Trustee Academy

December 19, 2022 to January 2, 2023 – Winter Break

Strategic Direction and Context

- Trustee Committee Assignments
- 2023-2024 Budget Update

System Planning and Performance Monitoring

- FESL
- Capital Projects Update
- Operations Report
- 2022-2023 Monthly Financial Summary

External Compliance and Accountability

- Ombudsperson Quarterly Report

Engagement with Stakeholders and Public Recognition Events

- Attend December Social Events as Invited
- Invitations to Municipalities – Board & Councils to Meet (February, March, April)

Trustee Professional Development In-Service

- Attend BCSTA Trustee Orientation and Academy

January 2023

Schools Reopen Tuesday, January 3, 2023

January 26-27: BCPSEA AGM

Strategic Direction and Context

- 2023-2024 Budget Update
- Long-Range Facilities Plan Board Working Session

System Planning and Performance Monitoring

- Long-Range Facilities Plan Update
- Capital Projects Update
- Operations Report
- 2022-2023 Monthly Financial Summary
- Approve BAA Courses for following school year
- Music Program Review (Receive Report)

External Compliance and Accountability

- 2022-2023 Amended Budget
- Approve December 2022 Quarterly Financial Report through Audit Committee

Advocacy for Public Education and Provincial Liaison

- Attend BCPSEA AGM
- Prepare Submission of Motions to BCSTA AGM

Review Policy positions for submission to BCSTA AGM

February 2023

February 17: Non-Instructional Day

February 9-10: Partner Liaison Meeting / Board Chairs' Meeting

February 24-25: BCSTA Provincial Council

Strategic Direction and Context

- Propose the 2023/24 School Calendar
- 2023-2024 Budget Update
- Pink Shirt Day – Anti-bullying

System Planning and Performance Monitoring

- FESL
- Approve international student fees (every two years) for 2023-2024
- Capital Projects Update
- Operations Report
- 2022-2023 Monthly Financial Summary

External Compliance and Accountability

- Approve the amended annual budget and bylaw for submission to the Ministry of Education and Child Care
- Student Enrolment Report

Engagement with Stakeholders and Public Recognition Events

- Attend Meetings with Municipalities

Advocacy for Public Education and Provincial Liaison

- Represent Board at BCSTA Provincial Council Meeting

Trustee Professional Development In-Service

- BCSTA Motions to Propose – Provincial Direction

March 2023

March 20 to March 31: Spring Break

Schools Re-Open: April 3

Strategic Direction and Context

- 2023-2024 Budget Update

System Planning and Performance Monitoring

- FESL
- Communications Update
- Enrolment Update
- Capital Projects Update
- Capital Planning/Annual Capital Cycle
- Operations Report
- 2022-2023 Monthly Financial Summary

External Compliance and Accountability

- Receive Ministry of Education and Child Care funding announcement, approximately March 15th

Engagement with Stakeholders and Public Recognition Events

- Attend Meetings with Municipalities

Advocacy for Public Education and Provincial Liaison

- Prepare communications to the District about preliminary budget and implications

April 2023

April 27-30: BCSTA AGM

BCSTA Provincial Council

Strategic Direction and Context

- 2023-2024 Budget Bylaw – Readings 1, 2 & 3

System Planning and Performance Monitoring

- FESL
- Lead in Water Report
- Capital Projects Update
- Operations Report
- 2022-2023 Monthly Financial Summary
- Pass Bylaw for Capital Plan approved by Minister
- School Calendar Approval
- Human Resources – Staffing Update, Timelines and Processes

External Compliance and Accountability

- Approve March 2023 Quarterly Financial Report through Audit Committee
- Appoint Auditor through Audit Committee and Approve Terms of Engagement
- Ombudsperson Quarterly Report

Engagement with Stakeholders and Public Recognition Events

- Observe the National Day of Mourning (April 28)
- Attend Meetings with Municipalities

Advocacy for Public Education and Provincial Liaison

- Attend the BCSTA AGM
- Attend the BCSTA Provincial Council Meeting

Trustee Professional Development In-Service

- Preparation for BCSTA AGM motions that Board wishes to present

May 2023

May 19: Non-Instructional Day (Ministry of Education and Child Care Indigenous Focus)

Strategic Direction and Context

- Approve the 2023-2024 Board of Education and Standing Committee Dates
- Approve the 2023-2024 Academy Fees
- Approve Long-Range Facilities Plan Process 2023-2024

External Compliance and Accountability

- Receive Carbon Neutral Action Report for Submission to Climate Action Secretariat by May 31st
- Receive Draft 2023-2024 Five-Year Capital Plan

Engagement with Stakeholders and Public Recognition Events

- Budget Process Debrief

June 2023

June 29: Last day of school for students

Strategic Direction and Context

- Acknowledge National Indigenous Peoples' Day – Traditional Welcome

System Planning and Performance Monitoring

- FESL
- Operations Report
- Capital Projects Update
- 2022-2023 Monthly Financial Summary
- Review the Draft Annual Five-Year Capital Plan

External Compliance and Accountability

- Approve the Five-Year Capital Plan and Bylaw for June 30 Submission to the Ministry of Education and Child Care
- Audit Committee Report

Engagement with Stakeholders and Public Recognition Events

- Attend Commencement Ceremonies
- Host the Annual Retirement Celebration

2022-2023 Board Meeting Dates

The public is welcome to attend regular Standing Committee and Board meetings.

- Board meetings at 7:30 p.m.
- Standing Committee meetings at 7:00 p.m.
- Please refer to the District website for further information: www.sd61.bc.ca

Education Policy and Directions	Operations Policy and Planning Committee	Board of Education
Monday, Sept. 12, 2022	Monday, Sept. 19, 2022	Monday, Sept. 26, 2022
Monday, Oct. 3, 2022	Monday, Oct. 17, 2022	Monday, Oct. 24, 2022
		Tuesday, Nov. 1, 2022 <i>Inaugural Board Meeting – Swearing in of new Trustees</i>
Monday, Nov. 14, 2022	Monday, Nov. 21, 2022	Monday, Nov. 28, 2022
Monday, Dec. 5, 2022 (combined with OPPS)	Monday, Dec. 5, 2022 (combined with Ed)	Monday, Dec. 12, 2022
Monday, Jan. 9, 2023	Monday, Jan. 16, 2023	Monday, Jan. 30, 2023
Monday, Feb. 6, 2023	Monday, Feb. 13, 2023	Monday, Feb. 27, 2023
Monday, Mar. 6, 2023 (combined with OPPS)	Monday, Mar. 6, 2023 (combined with Ed)	Monday, Mar. 13, 2023
Monday, Apr. 3, 2023	Monday, Apr. 17, 2023	Monday, Apr. 24, 2023
Monday, May 1, 2023	Monday, May 8, 2023	Monday, May 29, 2023
Monday, June 5, 2023	Monday, June 12, 2023	Monday, June 19, 2023